

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
819 North Sixth Street
Room 128
Milwaukee, WI 53203-1675
Telephone: (414) 227-3997
Facsimile: (414) 220-5232

State of Wisconsin Department of Corrections

June 7, 2017

Chief Thomas Poellot
Cudahy Police Department
5050 S. Lake Drive
Cudahy, WI 53132

RE: 2017 Annual Inspection, Cudahy Municipal Lockup

Dear Chief Poellot:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Cudahy Municipal Lockup was conducted on June 2, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The eight cells and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors continue to be completed on a monthly basis pursuant to DOC 349.12(3)(5).

There is a need to repaint the interior of the cell doors in #3 and #7. It appears that detainees have been peeling off the paint in large sections of the doors. Please have the City of Cudahy maintenance repaint these cell doors.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Cudahy Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being booked into the facility, which is an excellent practice. Current Cudahy procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Cudahy Fire Department was completed on 5/17/17. Evacuation routes are posted and fire protection equipment in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on individuals being booked into the Cudahy Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office of an unusual occurrence. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

It was suggested that the current lockup form be revised to add further room for documenting detainee property. The form currently provides ample room for documenting physical security checks, but not enough for property. This has led to officers documenting property along the edges of the form and in very small print.

Security 349.12

Cell checks are being completed and documented as required. A spot review of completed booking sheets found that security checks are being conducted and documented approximately [REDACTED] minutes. As an annual reminder, please ensure that staff completes their physical security checks at irregular intervals.

Detention of Juveniles 349.21

Your department has submitted policies and procedures to securely hold juveniles pursuant to the requirements set forth in DOC 349.21. The physical environment of the Cudahy lockup allows for complete sight and sound separation between adults and juveniles.

A spot review of completed booking sheets found that security checks are being conducted and documented approximately [REDACTED] minutes. A majority of juveniles continue to be held in the designated juvenile area where they are under continuous supervision. Juvenile records are being kept separate from the adult files, and juveniles are being removed from the secure perimeter of the lockup within the maximum 6 hour timeframe.

Approval

The Cudahy Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Sergeant Craig Bultman for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: John Hohenfeldt, Mayor
Sgt. Craig Bultman
Kristi Dietz, ODF Director
File